**Computer Applications I** Name:

**Microsoft Excel** **Exam** – follow the steps below to create the Excel document below.

1. Download the spreadsheet “Excel Test 2 Start File”
2. Save document and rename the document as “Excel Test 2”
3. In column F, use Autosum to create formulas to add Quarters 1-4 for each expense and sale item
4. In row 11, use Autosum to create formulas to add the expenses for each quarter
5. In row 21, use Autosum to create formulas to add the sales for each quarter
6. In row 13, create a formula to determine the average expenses for each quarter
7. In row 14, create a formula to determine the maximum (highest) expense for each quarter
8. In row 15, create a formula to determine the minimum (lowest) expense for each quarter
9. In row 23, create formulas to calculate Net Income for each quarter. (Hint: Net Income = Total Sales – Total Expenses)
10. Use Accounting Formatting for all of the numbers in the spreadsheet
11. Merge and Center the title in Cell A1 over columns A-F
12. Merge and Center the subtitle in Cell A3 over columns A-F
13. Reformat the title and subtitle by changing the font style, font size, font color and cell shading
14. Add borders to the spreadsheet
15. Rename Sheet Tab 1 to “Sales & Expenses”
16. Email the document to your teacher.